



HEADQUARTERS
CIVIL AIR PATROL NEVADA WING
UNITED STATES AIR FORCE AUXILIARY
PO BOX 339
SPARKS NV 89423

19 May 2003

MEMORANDUM FOR SQUADRON COMMANDERS

FROM: NVWG/CC

SUBJECT: Procedures for Standardization/Evaluation

1. **Purpose.** This memo outlines NVWG's procedures for Standardization/Evaluation as required by CAPR 60-1 para 3-7b.
2. **Stan/Eval Officers.** Each squadron with more than two pilots will appoint a Stan/Eval Officer and publish this position on its squadron roster. Wherever possible, the unit Stan/Eval officer should be a check pilot. If no Stan/Eval officer is appointed, either because there are too few pilots or no qualified candidate is available, the NVWG/DOV should be informed, and he will appoint a "mentor" Stan/Eval officer from a nearby squadron to assist with standardization and evaluation.
3. **Appointment of Check Pilots.** It is highly desirable for each unit with five or more pilots to have a check pilot within the unit. The requirements to become a check pilot are spelled out in CAPR 60-1 para 3-2e. In brief, a check pilot must be an active CAP pilot, possess an FAA CFI certificate and complete the National Check Pilot Standardization Course every four years. Check pilot candidates should contact the NVWG/DOV to discuss their qualifications. The NVWG/DOV will forward his recommendation to the me for approval in writing as required by CAPR 60-1.
4. **NCPSC.** Check pilots are required to complete the National Check Pilot Standardization Course every four years, however as CFI's they must renew their certificates every two years. Therefore, NVWG has arranged with Pacific Region to have our NCPSC approved by the FAA as a Flight Instructor Refresher Course (FIRC). Completion of this course allows a flight instructor to renew his certificate. For purposes of standardization and evaluation, it is highly desirable that our check pilots complete the NCPSC/FIRC every two years. The NCPSC not only provides information of importance to our check pilots, but also serves as a forum for discussion of issues and trends that may be critical to flight safety. Therefore, while not required, the NCPSC/FIRC is the preferred method for NVWG check pilots to renew their CFI certificates.
5. **Evaluation of Check Pilots.** Form 5 check rides play a special role for check pilots. When a check pilot takes a Form 5, he takes it in the role of check



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pilot – i.e. he simulates giving a check ride to his evaluator. Thus, there is a two-fold purpose:

- (a). To insure that the check pilot can safely serve as pilot-in-command.
- (b). To insure that Form 5 check rides given by any check pilot in the wing will conform to common standards.

For this reason, CAPR 60-1 para 3-2e4 specifies that a check pilot must take his Form 5 with a “CAP check pilot approved by the wing stan/eval officer.” Four such check pilots have been permanently designated – two in the South (Carl Steinhoff and Herman Bishop) and two in the North (Bill Schroeder and Bob Berrington). If none of these are available for a particular check ride, the candidate may contact the NVWG/DOV for a one-time arrangement.

6. Mission Check Pilots. Because of the terrain in our wing, special maneuvers such as emergency canyon turns are evaluated during Form 91 check rides. As a safety precaution, I will only approve CFI's as mission check pilots, since they are specially trained to recover from such emergency maneuvers. Mission check pilot candidates must, of course, meet all other requirements of CAPR 60-1 para 3-2h and para 3-9a. Candidates should contact the NVWG/DOV to discuss their qualifications. The NVWG/DOV will forward his recommendation to me for approval in writing as required by CAPR 60-1.

7. Instructor pilots. Because of the plentiful supply of powered-aircraft check pilots, the I see no need to appoint any powered-aircraft instructor pilots at the present time. Applications for glider instructor pilots will be considered, in accordance with CAPR 60-1 para 3-2d. Candidates should contact the NVWG/DOV to discuss their qualifications. The NVWG/DOV will forward his recommendation to me for approval in writing as required by CAPR 60-1.

8. Check pilot mailing list. The NVWG/DOV communicates regularly with check pilots, mission check pilots and instructor pilots on matters of standardization, evaluation and flight safety. To facilitate this communication he uses a computerized e-mail mailing list. Any interested member is invited to join this mailing list by contacting the NVWG/DOV.

9. Tow pilots.

- (a). Tow pilots must complete FAA currency requirements on an annual basis as defined in FAR 61.69 (4). In brief, this requires at least three dual tows and a sign-off from a qualified tow pilot (or serving as PIC of a glider for three tows for rated glider pilots). No amount of towing alone satisfies the currency requirement – dual tows and a sign-off are required.



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- (b). CAP tow pilots must re-complete the on-line tow pilot exam on an annual basis.

10. Glider operations. Specific NVWG procedures and limitation for glider operations have been published in a separate memorandum. In particular, the memorandum stipulates that all ground crew for glider operations must have completed the on-line CAP Wing Runner's course.

11. Pilot records.

- (a). CAPR 2-8 specifies the pilot records which must be kept at the unit level. In addition, a duplicate of the pilot record must be maintained at Wing for check pilots, mission check pilots and instructor pilots. Units must forward the required copies to NVWG/DOV. Please forward copies for the required pilots, but only the required pilots. The copies may be sent to Wing HQ, but the preferred method is to fax them directly to the NVWG/DOV (see below for fax number).
- (b). At the present time, the Wing is using the WMU (not yet MIMMS or FMS) as the record-keeping device for pilot records. By order of the National Commander, Nevada will switch to MIMMS in the next few months. In the mean time, units should assure that all required entries are made and verified in the WMU. The NVWG/DOV has the responsibility to review the unit records kept on the WMU on a regular basis, and to contact the unit Stan/Eval officer to discuss incomplete or questionable records.
- (c). Check pilots are responsible for entering all check ride failures into the WMU immediately following the check ride. This is necessary to comply with the semi-annual Check Ride Trend Analysis Survey which is required by the statement-of-work with the USAF. In addition, a copy of all failed check rides must be submitted to the NVWG/DOV in accordance with CAPR 60-1 para 2-8e.
- (d). CAPR 60-1 para 2-8j requires that a copy of various appointments be kept in the pilot record. Periodically, I issue a Personnel Authorization letter with all of the required appointments in a single document. Please keep a single copy of this letter in the same location as the pilot records, which will satisfy the intent of the regulation. This will result in fewer errors than keeping multiple copies of the same document in each and every pilot folder. Updated copies can always be obtained directly from the WMU – go to Operations Staff and select Pilot PA Authorization. Units can only print a “preview,” which will suffice for record-keeping purposes.

12. Contact information. The NVWG/DOV may be contacted with any questions, suggestions or issues as follows:



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- (a). E-mail rmillerx@comcast.net (preferred method)
- (b). Telephone (775) 586-9595
- (c). Mobile (775) 450-6018
- (d). Fax (775) 589-6210

Sincerely,

DION DECAMP, COL, CAP
NVWG/CC

cc:
NVWG/CV
NVWG/DO
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NVWG/CP